

Raytheon Technical Services Company  
Systems Monitoring Center  
ECS WORK INSTRUCTION

Subject: Dissemination of a DAAC related CCR from Landover CM to the DAAC(s)

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**APPROVED BY**     David Kelley

**STATUS**             New Document

**SCOPE**             This procedure applies to Systems Monitoring Center, DAAC and Landover Configuration Management personnel.

**PURPOSE**

To establish and coordinate an effort between Configuration Management, SMC and the DAACs for the dissemination and reporting of Configuration Change Reports (CCRs) that affect a/all DAAC(s). The DAACs need to be made aware of the enhancement and CM needs a method to close the CCR that requires the DAACs to make the change. The Systems Monitoring Center (SMC) is in the logical position to disseminate the information to the intended DAAC(s) and to report the implementation of the enhancement to CM for the corresponding closure of the CCR.

**PROCESS**

- 1        CCR, which affects an enhancement/modification at one or all of the DAACs, is approved by the ECS Configuration Control Board.
- 2        CM scans a copy of the CCR into a file and mails the file to the CM Administrator at the SMC.
- 3        The CM Administrator downloads the file and makes it available to the appropriate DAAC(s) by posting it onto the SMC CCR Web Page.
- 4        The SMC CM Administrator sends an email message (in emergency cases will call) to the DAAC(s) CM Administrator notifying them of the CCR and the location in which the CCR can be downloaded.
- 5        The DAAC(s) CM Administrator downloads the CCR and assigns it to the responsible engineer (local DAAC(s) process for reviewing and assigning CCRs is not documented here).
- 6        DAAC(s) CM Administrator is notified, by the responsible engineer, that the CCR has been implemented.
- 7        DAAC(s) CM Administrator notifies the SMC CM Administrator that the CCR has been implemented.
- 8        SMC CM Administrator modifies the SMC Web Site to indicate that the enhancement has been made and sends an email to Landover CM notifying them that the DAAC has implemented the CCR.
- 9        The Landover CM then closes the CCR.

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**INSTRUCTION**

- 1 The ECS CCB approves the ECS CM to distribute to the appropriate DAAC(s) a CCR to be implement. This CCR package will contain the CCR, files required and instructions needed. Any additional documentation required to support this enhancement will also be included.
- 2 The ECS CMO mails, via CC mail, the package to the SMC CM Administrator.
- 3 The SMC Administrator downloads the CCR (and related materials), stores the softcopy in a "secure" directed, prints out a hardcopy and stores it in a binder with all previous CCRs.
- 4 The SMC Administrator updates the CCR page of the SMC Web Site to reflect the new CCR and links the CCR number to the information downloaded in step 3.
- 5 The SMC CM Administrator sends an email notification to the DAAC(s) CM Administrator notifying them of the CCR and the Web Address of the information. In emergency fix situations the SMC CM Administrator will call the DAAC(s) CM Administrator and notify them of the CCR.
- 6 There is a process that takes place at each DAAC that reviews, assigns, works the CCR. Ultimately the DAAC(s) CM Administrator is notified that the CCR enhancement has been performed.
- 7 The DAAC(s) CM Administrator notifies, via email, the SMC CM Administrator that the work has been performed and the date at which it was performed.
- 8 The SMC CM Administrator updates the SMC Web Site CCR page to reflect that the DAAC(s) have performed the required task(s) and forwards a message to the Landover CM notifying them that the DAAC(s) have performed the work and that the CCR can be closed.
- 9 Landover CM closes the CCR.